



**Property Committee Agenda**  
**Room 400, Government Center**

**Thursday, December 9, 2004**  
**3:00 PM**

1. Roll Call
2. Chairman's Approval of Minutes – November 4, 2004
3. Departmental Matters:
  - A. William Wasson, Director, Parks and Recreation
    - 1) Items to be Presented for Action:
      - a) Request Approval of an Ordinance Amending an Ordinance Adopting and Enacting Rules and Regulations Pertaining To the Public Use of all County Parks and Recreational Areas, and Providing for the Enforcement of Said Ordinance and the Fixing Of Penalties for its Violation; Chapter 35 of The McLean County Code 1-2
      - b) Request Approval of Watercraft Lease Agreement with Illinois State University 3-9
    - 2) Items to be Presented for Information:
      - a) General Report
      - b) Other
  - B. Jack Moody, Director, Facilities Management
    - 1) Items to be Presented for Action:
      - a) Request Approval of Proposal Received From the Coffee Depot to operate in Basement kitchen/dining room of Government Center 10-17
    - 2) Items to be Presented for Information:
      - a) Final Cost Report on Government Center
      - b) Status Report on Renovation and Restoration of Dome and Roof Areas of McLean County Museum of History located at the old McLean County Courthouse 18
      - c) General Report
      - d) Other

- C. John Zeunik, County Administrator
  - 1) Items to be Presented for Information:
    - a) General Report
    - b) Other

4. Other Business and Communications

5. Recommend Payment of Bills and Transfers, if any, to County Board

6. Adjournment

E:\Ann\Agenda\Property\2004\Prop\_Dec.04.doc

AN ORDINANCE AMENDING AN ORDINANCE ADOPTING AND ENACTING  
RULES AND REGULATIONS PERTAINING TO THE PUBLIC USE OF ALL COUNTY  
PARKS AND RECREATIONAL AREAS, AND PROVIDING FOR THE ENFORCEMENT  
OF SAID ORDINANCE AND THE FIXING OF PENALTIES FOR ITS VIOLATION

AMENDING CHAPTER 35 OF THE McLEAN COUNTY CODE  
PARKS

BE IT ORDAINED by the County Board of McLean County now in regular session that the  
aforesaid Ordinance be and hereby is amended as follows:

Amend subsection 35.21-1 to read as follows:

35.21-1 Campsite fees. The fees for the use of campsites are hereby established as follows:

(A) For campsites, daily fees for parties of a maximum eight individuals shall be ~~\$10.00~~  
\$11.00 for Residents of McLean County and ~~\$12.00~~ \$13.00 for non-residents of McLean  
County on primitive sites and ~~\$13.00~~ \$14.00 for residents of McLean County and ~~\$15.00~~  
\$16.00 for non-residents of McLean County on 30 amp electrified campsites and \$17.00  
for residents of McLean County and \$19.00 for non-residents of McLean County on 50  
amp electrified campsites. The aforementioned campsite fees shall be discounted by  
twenty percent (20 %) when levied for terms exceeding 6 consecutive days. There shall be  
an additional daily fee of \$1.00 for every adult over two in the party.

(B) The fee for campsite reservations shall be 6.00 per campsite in addition to the deposit of  
one daily fee for such campsite. The reservation fees shall not be refunded, however, an  
alternative reservation may be made if the reservation is cancelled at least one day in  
advance of the date for which the reservation is made.

Amend subsection 35-21-4 to read as follows:

35.21-2 Boat Concession Fees. The fees for rental of watercraft and related equipment shall be:

Canoes	\$6.00 per hour or \$18.00 for operating day or overnight
Rowboats	<del>\$7.00</del> <u>\$8.00</u> per hour or <del>\$21.00</del> <u>\$23.00</u> for operating day or over night
Paddleboat	\$5.00 per hour
Sailboat	\$8.00 per hour
Seasonal Dock Mooring	\$200.00 McLean County Resident /\$300.00 Non-Resident of McLean Co.

This amendment shall become effective and in full force February. Adopted by the County Board of  
the County of McLean, Illinois, this 21st day of December, 2004.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the McLean County  
Board of McLean County

\_\_\_\_\_  
Michael F. Sweeney, Chairman of the  
McLean County Board



McLean County

DEPARTMENT OF PARKS AND RECREATION  
(309)726-2022 FAX (309)726-2025 www.mclean.gov  
13001 Recreation Area Dr. Hudson, IL 61748-7594

TO: Honorable Chairman and Members, Property Committee

FROM: Bill Wasson, Director of Parks and Recreation

DATE: 11/30/2004

RE: Fees Ordinance Amendments

The Department of Parks and Recreation recommends the adoption of the following fee changes consistent with the budget recommended and approved for Fiscal Year 2005 Budget by the McLean County Board:

**Campsite fees**

Non-electric campsites	<del>\$10.00</del> <u>\$11.00</u>	<del>\$12.00</del> <u>\$13.00</u>
Electric campsites 30 amps	<del>\$13.00</del> <u>\$14.00</u>	<del>\$15.00</del> <u>\$16.00</u>
Electric campsites 50 amps	<u>\$17.00</u>	<u>\$19.00</u>

**Boat Rental**

Hourly Row boat Rental	<del>\$7.00</del> <u>\$8.00</u>	<del>\$21.00</del> <u>\$23.00</u>
------------------------	---------------------------------	-----------------------------------

These fee changes are reflective of the Department's recommended budget and are based upon fees surveys of similar facilities within the region, an assessment of impact upon usage, increases in operating cost, and considers relevant associated improvements to facilities during the past and current year. Both Campground and Watercraft rental fees were last increased in 2003.



**DEPARTMENT OF PARKS AND RECREATION**  
(309)726-2022 FAX (309)726-2025 www.mclean.gov  
13001 Recreation Area Dr. Hudson, IL 61748-7594

---

TO: Honorable Chairman and Members, Property Committee

FROM: Bill Wasson, Director of Parks and Recreation

DATE: 11/29/04

RE: Watercraft Lease Agreement with Illinois State University

The Department of Parks and Recreation is recommending a continuation of the watercraft lease agreement which has been in place with Illinois State University the last nine years. This lease agreement is identical to the agreement approved by the County Board for 2004. The Agreement has previously been reviewed by the McLean County Department of Parks and Recreation, County Risk Management, and State's Attorney's Office staff.

This lease agreement provides for County Parks and Recreation Department use of University owned watercraft in operation of the Evergreen Lake Boat Rental Facility. In doing so, the County has been able to sustain and improve upon watercraft rental service to the public and begin a process of watercraft replacement over a period of years, without a substantial initial capital investment. A lease fee is paid to Illinois State University equaling 17% of gross receipts from rental of University watercraft.

In 2004, the boat rental generated gross income of \$16,134 with direct labor cost of \$ 2,884 for weekend attendants, an estimated maintenance and operational supplies cost of \$950.00, and a lease payment to Illinois State University of \$781.25 (canoes & sailboat rental), leaving a net direct operational revenue of \$ 11,518. Boat rental transactions are accomplished on weekdays from 8 am- 6pm by departmental staff at the Visitor Center and Swimming Beach.

I respectfully request that the Property Committee recommend approval of the Watercraft Lease Agreement with Illinois State University to be effective upon approval for the term from January 1, 2005 and expiring December 31, 2005.

## LEASE AGREEMENT

This Lease Agreement entered into the 21st day December, 2004 by and between Illinois State University, hereafter referred to as the "University", and the McLean County Board, a body politic, hereafter known as the "County" for and on behalf of the McLean County Department of Parks & Recreation hereafter known as the "Department".

### I. Subject of Agreement

The University hereby agrees to Lease watercraft and related equipment to the County of McLean, Illinois to be used for the operation of a boat rental facility at COMLARA County Park in rural Hudson, Illinois.

### II. Terms of Lease

This Lease Agreement shall commence on January 01, 2005 and shall expire on December 31, 2005.

### III. Description of Watercraft, Equipment and Commodity Items

#### A. WATERCRAFT

The University will provide watercraft necessary for operation of the boat rental facilities, to include a minimum of twenty one (21) 17 foot aluminum canoes, and two(2) sunfish sailboats (see attachment A).

#### B. EQUIPMENT

Equipment leased by the University to the County will include a public address system.

#### C. COMMODITIES

Commodity Items leased by the University to the County will be in three categories:

1. Replacement parts for watercraft - replacement parts will include the University's present inventory of replacement parts for various watercraft. Examples of these items will include extra daggerboards and rudders, oar locks, , extra sails, etc.. The present inventory of replacement parts may be used by the County during scheduled maintenance or whenever it is deemed necessary.
2. Rental Commodities - will include the University's present inventory of paddles, oars, personal floatation devices, anchors, etc.(see attachment B)
3. Soft Commodities - will include a copy of the University's Boat Concession operations manual.

#### IV. Terms of Lease

It shall be the County's responsibility to inspect all watercraft and rental commodities prior to the commencement of the lease. Any item found to be unsatisfactory shall be brought to the attention of the University so they may be repaired or removed from the inventory prior to implementation of the lease.

Upon acceptance of the rental commodities, it shall be the County's responsibility to perform regular maintenance on the rental commodities. The County shall be responsible for damage or loss of rental Commodities, excepting repairs necessary due to normal wear and tear. The County may at its discretion, repair or compensate the University as outlined in Attachment B for items otherwise damaged, lost, or absent from inventory. The University may inspect items and at their discretion, repair, replace, or delete them from the inventory with no penalty or breach of agreement.

Upon acceptance of the watercraft, it shall be the County's responsibility to perform regular maintenance on the watercraft. The County will repair or at County's discretion, compensate the University as outlined in Attachment A for said watercraft when damage or loss of watercraft result from actions of the County or the County's customers during rental operations. The County shall be responsible for loss of watercraft associated with or resulting from any and all causes, except Acts of God, including negligent operation of the watercraft during the term of the agreement. The County agrees to indemnify and hold harmless the University for any acts, errors, or injuries that may be incurred due to negligent operation of the equipment or commodities.

During the Lease period, total control and responsibility for the rental of watercraft and rental commodities to the public will rest with the County.

During the Lease period, the County shall notify the University of any watercraft that are no longer of use. The University shall inspect items and at their discretion repair, replace, or delete them from the inventory with no penalty or breach of agreement.

At the end of the Lease, the watercraft and rental commodities in current inventory will be returned to winter storage cleaned and in good repair, excepting normal wear and tear from rental operations.

#### V. Maintenance of Watercraft, Equipment, and Rental Commodities

##### A. WATERCRAFT

During the term of the lease, the County will perform at its sole cost and expense, all regular maintenance. The University will provide the County with regular maintenance schedules. An authorized agent of the University may inspect watercraft during the lease period to help insure that its watercraft are being maintained.

It will be the responsibility of the County to inspect all watercraft prior to rental to make sure they are safe and dependable. If watercraft are deemed unsafe or in need of repair, it shall be the County's responsibility to remove such equipment from the public's use. Said equipment shall be returned to University for its determination of disposal of state property.

## B. EQUIPMENT

Equipment items presently under maintenance contract will be maintained by the University until the contracts expire. Once the Contracts expire, the continued use and maintenance of the equipment will be at the discretion of the County. Repairs for damage due to the negligence of the County will be at the County's expense.

## C. COMMODITIES

1. Replacement parts for watercraft -The County will have at its disposal the University's present parts inventory for regular maintenance.
2. Rental Commodities - It shall be the County's responsibility to maintain the rental commodities specified in Attachment B. The University may inspect items and at their discretion, repair, place, or delete them from the inventory with no penalty or breach of agreement.

It will be the responsibility of the County to inspect all rental commodities prior to rental to make sure they are safe and dependable. If items are deemed unsafe or in need of repair, it shall be the County's responsibility to remove such equipment from the public's use. Said equipment shall be returned to University for its determination of disposal of State Equipment.

## VI. Lease Fee and Compensation Payments

The Department will pay a franchise fee equal to and no greater than Seventeen(17%) percent of its gross receipts derived from rental of watercraft called for herein which shall represent a rate to the University for leasing of watercraft on or before the expiration date of this agreement. Gross receipts shall be defined as all monies received by the Department from the rental of watercraft provided, except taxes collected from customers for direct remittance to a duly authorized taxing agency, monies collected for lost, destroyed or damaged equipment leased by the Department, and monies returned to customers as refunds. Payment of Lease fee shall be made on or prior to December 31st of each year.

In addition, any compensation for inventory items as outlined in Section 4 and Attachment B of this agreement which the County is required to or chooses to make to the University in lieu of such items shall be made on or before December 31st of each year.

## VII. Provision of Insurance

The County shall maintain at all times during the term of this Agreement general liability insurance with limits of at least \$1,000,000 per occurrence/\$3,000,000 aggregate for third party property damage, bodily injury or personal injury to others statutory Worker's Compensation, and employer's liability insurance with limits of no less than \$500,000. These coverages may be met by Self-Insurance, or Standard Form Insurance Coverage, or a combination of the two. The University shall maintain, at its discretion, insurance for catastrophic losses to its watercraft and rental commodities.

Proof of self-insurance and certificate of excess insurance or standard form insurance covering the term of this agreement must be provided prior to commencement of this agreement.

VIII. Watercraft Rental Charges to the Public

Determining watercraft rental charges shall be the responsibility of the County. The County will notify the University of the rental charges at the beginning of the lease agreement and whenever a new rate schedule is placed into effect.

IX. Accounting

A certified financial report covering all operations conducted under this agreement shall be submitted to the University annually on or before December 31 of each year. A monthly report covering revenues shall be submitted to the University. An official rental card will be issued with each rental. These cards shall be retained by the Department and will be made available to the University upon request. In addition, the Director of Recreation Services, or a duly authorized representative, shall have access to, and right to, examine any pertinent records of the department related to the operations under this agreement.

X. License of Boats

The County will be financially responsible for obtaining an Illinois Department of Natural Resources Rental Boat License for its operation and the watercraft. The University shall be responsible for the Illinois Title and Watercraft Registration fees for all its watercraft.

This Lease Agreement is hereby entered into on the 21st day of December, 2004 as witnessed the hands and seals of the parties hereto.

County of McLean, a body  
politic and corporate

\_\_\_\_\_  
Michael F. Sweeney, Chairman of the  
McLean County Board

ATTEST:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the  
County Board of McLean County,  
Illinois

\_\_\_\_\_  
For Illinois State University

## 2005 Lease Period

WATERCRAFT

Canoes	CR#	D.N.R.	ISU	Serial#	Value each
Lowline	1	2388RB	131539	LWN04872M74H-17C	\$125.00
	9	2351RB	131535	LWN04848M74H-17C	\$125.00
	16	2344RB	119478	LWN00163M74A-17C	\$125.00
	19	2330RB	119478	LWN00041M74A-17C	\$125.00
	20	2341RB	131528	LWN04780M74H-17C	\$125.00
	21	2340RB	131529	LWN04376M74A-17C	\$125.00
	22	2339RB	131791	LWN05525M74J-17C	\$125.00
	30	2379RB	131794	LWN05533M74J-17C	\$125.00
	38	2329RB	131789	LWN05534M74J-17C	\$125.00
Alumacraft	2	2387RB	150794	ACB1971PM82A	\$200.00
	3	2386RB	150795	ACB1974PM82A	\$200.00
	4	2385RB	150796	ACB1973PM82A	\$200.00
	7	2353RB	150797	ACB1972PM82A	\$200.00
	18	2342RB	150800	ACB1967PM82A	\$200.00
	31	2378RB	150799	ACB1968PM82A	\$200.00
	37	2332RB	150801	ACB1970PM82A	\$200.00
Grumman	13	2347RB	118777	GBP-05359-0373	\$150.00
	23	2338RB	131435	GBP-14100-0973	\$150.00
	25	2383RB	131434	GBP-13985-0973	\$150.00
	28	2331RB	118776	20554-GP-5-17	\$150.00
	39	2328RB	118961	GBP-04549-0373	\$150.00
Sailboats	1	768RB	156984	AMF10851M84G	\$300.00
	2	1784RB	168922	AIW24096C787	\$350.00

## Attachment B

## 2005 Lease Period

<u>Commodity Item</u>	<u>Number</u>	<u>Value each</u>
Lifejackets(PFD's)		
Adult jackets	68	\$2.00
Child	37	\$1.00
Paddles		
4 1/2 foot & 5 foot	58	\$4.00
Sail Paddles	14	\$2.00
Oars(pair)	1	\$5.00
Anchors	5	\$5.00

**Property Committee Proposal  
for a Coffee Kiosk**

**For:**

**Kevin Crutcher  
Owner of The Coffee Depot  
8 Blue Lake Court  
Bloomington, Il. 61704-1220  
(309)662-6275**

**RECEIVED**

NOV 17 2004

Facilities Mgt. Div.

**Proposed Business Location:**

**The Government Building  
Front and East street  
Bloomington, Il. 61701**

**Proposed Commissary Location:**

**Onsite within The Coffee Depot**

# **Table of Contents**

---

## **1. Menu**

## **2. Kiosk Plan**

- Location
- Refrigeration
- Sinks
- Storage
- Plumbing
- Restroom Location

## **3. Equipment**

## **4. Explanation of Food Storage and Dispensing Methods**

- Coffees
- Steamed milk
- Flavored syrups
- Condiments
- Paper products
- Ice
- Pastries

## **5. Cleaning Supplies and Machine Care**

## **6. Seating**

## **7. Hours of Operation**

## **8. Clothing**

## **9. Operational Procedures**

- Opening duties
- Cleaning duties
- Closing duties

## **10. General Information**

- Meeting Health Department Codes

## **The Kiosk:**

The Kiosk, located in the lower level of the government building, will occupy the already existing commercial kitchen.

### **It will include:**

1. A permanent water line and drain.
2. A three door full size commercial NSF approved refrigerator.
3. A standard three compartment utensil sink with separate hand washing sink. NSF approved.
4. Washable interior construction.
5. Locking cabinets with a free standing storage closet for dry product  
See attached photo and description
6. Acrylic sneeze guard
7. Water softener cartridge & carbon activated filter for coffee brewer.
8. Access to 220v electrical, 50A electrical w/ 11 GFCI outlets.
9. All equipment will be supplied with training packages.

A permanent water line and a drain for the coffee equipment and sinks will be provided by the Government Center facilities manager or his designee. Public restrooms are located within 50 feet of the business.

### **Equipment:**

1. BUNN Airpot Brewer - automatic/programmable. (see attached photo and description).
2. 6-8 Stainless steel lined air pots.
3. Vita-mix in-counter commercial grade blender.
4. Automatic Ice maker/dispenser already located at the proposed site.

**Storage and Dispensing:**

**Coffee:** All coffees come packed in 5-lb. cellophane bags, containing whole beans. All coffees will be stored in their original containers at least 6 inches off the floor and protected from splash.

Upon order, ground coffee is dispensed directly from a coffee grinder into a coffee filter to be brewed.

Spent grounds are placed into a trash receptacle. All coffee sold will go into single service disposable cups. Unused cups will be stored on the counter top behind the front of the kiosk and extra cups will be stored in a dry storage cabinet. All storage cabinets and refrigerators will have locks.

**Smoothie Mix:** For the menu items that involve flavored syrups, the syrup will be dispensed directly from a pump dispenser in the original syrup container, into the blender with ice for the purpose of making the smoothie upon request.

**Condiments:** Condiments consist of cinnamon, chocolate powder or cocoa, and nutmeg will be dispensed from shaker type canisters. Sugar and sugar substitutes will be provided in single serving paper packets and stored in their original containers or health department approved storage bins. The condiments requiring refrigeration (butter and cream cheese) will be stored in a refrigerator at a temperature of 40°F or lower, and served in individual serving packets.

**Paper Products:** All paper products will be stored in dispensers (napkin and straws) or in their original containers.

**Ice:** Ice will be dispensed from an ice maker/dispenser directly from the machine into a measuring cup for blended drinks or directly dispensed into a disposable drink cup.

**Pastries:** All pastry products will be displayed in a Plexiglas display case and served using wax paper squares or tongs to avoid contact with servers hand.

### **Cleaning Supplies & Machine maintenance:**

1. Will abide by Health Department regulations.
2. Health department approved cleaning solution for the counter tops, tables, dishes, etc.

**Seating:** The proposed location has tables and chairs that can seat up to 100 people.

### **Hours of Operation:**

Monday thru Friday, 8:00am to 11:00am.

**Clothing:** All workers will wear a clean apron during service hours.

### **General Information:**

The coffee machine will meet appropriate standards. Applicable McLean County Health Department sections 750.100-750.1570 are addressed by section with the germane sections

Section 750.100 General- All food items will be obtained from appropriate providers who adhere to all federal and state laws.

Section 750.110 Special Requirements- All milk products will be pasteurized and will be Grade A quality standard as established by law. Milk will be stored in an appropriate refrigeration unit.

Section 750.120 General- Food Protection- Employees of The Coffee Depot will practice appropriate sanitation measures. Specific Food Items (e.g. bagels and donuts) will be covered in a clean container and dispensed with a tong or deli tissue. Potentially hazardous foods (milk products) will be stored in a refrigerator that will cool to below 41F. Milk products will be used and discarded in the appropriate time frames designated.

Section 750.130 General - Food Storage- Food items will be stored in a clean covered container that will rest on a counter approximately 36 inches high.

Section 750.140 Refrigerated Storage- The refrigerator unit will be equipped with a thermometer to ensure a temperature that is plus or minus 3 degrees from the actual temperature,

Section 750.150 Hot Storage- Coffee will be stored in accordance to the required temperature.

Section 750.160 General- Food Preparation- All employees will practice good hygiene and dispense food items according to the appropriate standard using tongs or deli tissue.

Section 750.170 Raw Fruits and Vegetables. Raw fruits will be washed in potable water before being dispensed.

Section 750.220 Non-dairy Products, Non-dairy creamers and whipping agents will be stored in the refrigeration unit.

Section 750.260 Non - potentially hazardous food on display will be protected from consumer contamination by use of a display case, and will be served by workers of The Coffee Depot only. Half and Half and 2% milk for coffee will be placed in thermal lined protected pour-type pitchers with a lid as described in section 750.310.

Section 750.330 Food supplies will be brought in their original containers from place of purchase and will be opened for use during working hours.

## **Operational Procedures:**

**Opening:** Prior to opening, the operator will perform the following steps:

- Place fresh supply of fruit and baked goods in designated place
- Prepare sanitizing solution per Health Department requirements
- Transfer adequate supply of product from storage cabinet to appropriate dispenser (coffee, cups, straws, napkins).
- Fill insulated pitchers with half and half and 2% milk

Total set up time is 30 minutes.

**Ongoing cleaning methods:** During operation, all surfaces will be frequently wiped down with disposable cloths dipped in sanitizing solution. Cart operators will wash their hands frequently. A hand sink with hot running water, hand soap, and paper towels will be provided within the work area with extra being stored in a storage closet.

**Closing and Clean-up:** At the end of each working day, the kiosk operator will perform these steps:

- Wash and sanitize all insulated pitchers filled with creamer. Place these items in their designated area for storage.
- Discard into trash receptacle, fresh pastries remaining in the display case.
- Wipe down all equipment and counter surfaces.
- Lock all cabinets.



## Facilities Management

104 W. Front Street, P.O. Box 2400

Bloomington, Illinois 61702-2400

(309) 888-5192 voice

(309) 888-5209 FAX [jack.moody@mcleancountyil.gov](mailto:jack.moody@mcleancountyil.gov)

---

To: The Honorable Chairman and Members of the Property Committee  
Mr. John M. Zeunik, County Administrator

From: Jack E. Moody, CFM  
Director, Facilities Management

Date: November 17, 2004

Subj: Final Cost Report on Government Center

Government Center, 115 E. Washington Street, Bloomington, Illinois, a 126,300 s.f. office building was purchased on May 15, 2001, as a future office facility for the City of Bloomington and the County of McLean. The purchased facility included tenant space on the entire third floor which is rented to National City Bank.

Asbestos removal was performed in November, 2002 and major renovation began in September, 2003 and was completed in August, 2004.

Below are the final costs associated with the building by category of expense:

Purchase cost:	\$3,495,000.00
Asbestos Removal costs:	404,833.93
P.J. Hoerr, Inc. Remodeling costs:	5,323,615.00
Heart Technologies Cabling costs:	379,676.85
Young Architect fees:	519,089.11
Sound System costs:	<u>63,000.00</u>
Total final costs:	<b>\$10,185,214.89</b>

Cost per s.f.: **\$80.64**

Thank you.

JEM: